



JOHN CHIANG
California State Controller
Division of Accounting and Reporting

August 31, 2011

City Fiscal Officer:

Government Code (GC) section 53891 requires completed financial reports to be submitted to the State Controller's Office (SCO) within 90 days after the close of the fiscal year. However, financial and compensation reports filed in the electronic file format prescribed by the SCO may be submitted within 110 days after the close of the fiscal year. Failure to submit the **paper financial and compensation reports by September 28, 2011**, or the financial and compensation reports in **electronic format by October 18, 2011** may result in a forfeiture of up to \$5,000. There is no legal provision for granting an extension for filing the financial and compensation reports.

Under GC section 12464(a), if the City does not provide the annual reports in the time, form, and manner required, the Controller is authorized to appoint a qualified accountant to conduct an investigation to obtain the information required to prepare and file the report. Additionally, under GC section 12464(b), the costs of compiling the annual reports, including contracts with, or employment of, certified public accountants or public accountants will be borne by the City.

GC section 40804 requires each City to publish a summary of its Cities Financial Transactions Report. We request that you use the "Statement of Revenues, Expenditures, and Changes in Fund Balance/Working Capital" of the financial transactions report filed with this office. Please notify us by mail or by email to LGRsupport@sco.ca.gov how public notice was given to comply with this law.

Be advised that the signed cover page form of the report, the electronic output files, and the U.S. Bureau of the Census survey form must be submitted to this office to complete all filing requirements. **Please note that the cover page form must be signed by the City Fiscal Officer.**

Questions concerning these reporting requirements should be directed to Barb Williams at (916) 323-4991 or Betty Ling at (916) 327-0757 of the Local Government Reporting Section.

Sincerely,

(Original signed by)
PRISCILLA MOSS, Bureau Chief
Local Government Policy and Reporting

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